



CITY OF BALTIMORE

DEPARTMENT OF PUBLIC WORKS

EXECUTIVE ADMINISTRATIVE MANAGER



THE CITY

Baltimore City is the largest city in the State of Maryland with a population of just over 585,000 and one of the oldest and most historically relevant cities in the United States. Baltimore is home to 13 colleges and universities, as well as two public community colleges, including top schools such as Johns Hopkins and the historic Morgan State University.

Baltimore has a thriving arts culture, world-class sports teams, and supreme museums. Charm City (a common nickname) is an excellent place to visit with its spectacular waterfront views and rich history, making it a destination city.

Baltimore City is the place to visit, an exciting place to work and an extraordinary place for the family to play and experience the heart of this vibrant city. The Inner Harbor is home to the National Aquarium, an urban beach, and a plethora of shops and seafood restaurants. Art lovers will be moved by the extraordinary collection at the Baltimore Museum of Art, and the Reginald Lewis Museum. Sports fans will enjoy Oriole Park at Camden Yards, home to the multiple World Series-winning Baltimore Orioles and M&T Bank Stadium where the former Superbowl champions Baltimore Ravens play. Diehard American and Civil War history enthusiasts cannot leave without visiting Fort McHenry – the site where the Star-Spangled Banner was composed.

Baltimore is one of the best cities for foodies in Maryland (known for its crab cakes), with credits going to a culinary boom that's intertwined with Chesapeake Bay seafood classics.

Not only is there history, great food and beautiful architecture in Baltimore City, there is Community. There are more than 250 neighborhoods in Baltimore creating a vibrant, diverse and culturally rich environment.

THE DEPARTMENT

Baltimore Department of Public Works is the largest department in the city of Baltimore and is by far the most complex municipal operation in the city. DPW's workforce is budgeted at 2,500 employees, with a \$660 million annual operating and a 6-year \$1.8 billion dollar capital budget. DPW is a 24/7 operation with a very diverse set of responsibilities. Public Works like no other agency literally flows through every neighborhood in Baltimore.

Our Mission

We support the health, environment, and local economy of the city and the region by providing its customers with safe drinking water and keeping its neighborhoods and waterways clean.

Our Vision

To be a strong proponent and protector of our environment and the health and vitality of our communities.

Commitment

Exercising "Equity in All We Do"

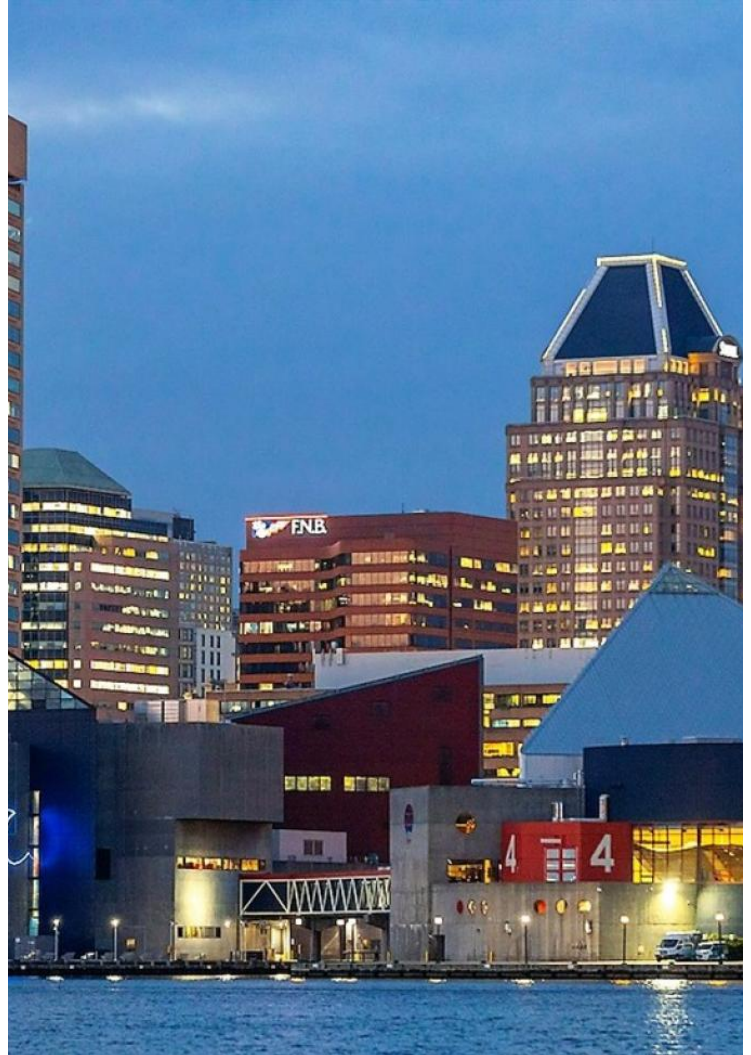
The Department of Public Works is unique, and is comprised of several bureaus, divisions, and offices. The two bureaus that are the face of DPW include:

The Bureau of Solid Waste (BSW) which is dedicated to cleaning City neighborhoods throughout the city. BSW is divided into divisions, each with different areas of responsibility in waste management and disposal: Routine Services Division, Special Services Division, Property Management Division, Marine Operations Division, Mechanical Street Sweeping Division & Convenience Centers, and Disposal Services Division, in addition to the Office of Administration and the Office of Waste Diversion.

The Bureau of Water and Wastewater (BWW) is responsible for sourcing raw water and treating and distributing drinking water to 1.8M residents in the Baltimore area. BWW is also responsible for collecting, conveying and treating wastewater from the region at two of the largest wastewater treatment facilities in the state.

The operation, maintenance, and capital improvements of all the infrastructure required for drinking water and clean water is under the purview of BWW. Its assets include the following: 3 raw water reservoirs with a combined storage volume of 80 billion gallons, 3 water treatment facilities, 3900 miles of water mains, 30 drinking water pumping stations and storage facilities, 1100 miles of stormwater pipes, 1400 miles of sewer mains, 15 wastewater/stormwater pumping stations, and 2 wastewater treatment facilities.

DPW is the proud administrator of the Prettyboy, Loch Raven, and Liberty reservoirs which hold 86 billion gallons of water. Baltimore has three water treatment plants, Montebello I, Montebello II, and the Ashburton Filtration Plant. Combined, the plants produce up to 360 million gallons of drinking water per day. Not only does DPW have the oversight of the water of these reservoirs but offers recreational activities that include, fishing, kayaking and trails in an outdoor setting that cannot be matched in the State of Maryland.



EXECUTIVE ADMINISTRATIVE MANAGER



The Executive Administrative Manager to the Director is responsible for executive level oversight of the organization. This includes assisting the Director with management and administration of the Department of Public Works.

As a member of the Executive Leadership Team, the Executive Administrative Manager reports directly to the Agency Director and is expected to participate in internal and external meetings; presenting ideas and reports, in addition to supervising a small administrative staff; and performs other duties as assigned.



The ideal candidate will be expected to serve as confidant and advisor to Director, executive team and senior leadership. Maintains effective relationship as liaison between Director and departmental personnel, other City agencies, consultants, contractors, elected officials and regulators; responding to inquiries, requests for information, meeting coordination, etc.

The ideal candidate must competently demonstrate the required knowledge, skills and abilities for successful work accomplishment. The candidate must be proficient in excel, word, power point presentations, and familiar with key performance indicators, and in tracking, monitoring and measuring the success of DPW. The ideal candidate must be able to adapt to new technology and uses technology to increase productivity. Excellent communications and writing skills is a must for this position.



The ideal candidate identifies and manages competing and shifting priorities effectively, identifies and integrates resources to ensure the department is abreast of current development, and has the ability to use sound reasoning to arrive at desired/required results. Exercise independent judgement in screening, mail, email, telephone calls and visitors and decides what matters come to the Director's attention; provides information or responds to inquiries not requiring the attention of the Director.

The ideal candidate will be an honest, professional, and ethical leader who is willing to make decisions for the greater good of the Department and the community with a focus on equity.

JOIN OUR TEAM

RESPONSIBILITIES

- Responsible for prioritizing the Director's schedule, prepares agendas, takes notes and follows-up on meetings for Director and other executive leaders and projects.
- Reviews correspondence and reports, correcting spelling, grammar and punctuation.
- Attends confidential administrative and operational meetings; organizes, coordinates and monitors the implementation of resultant actions and administrative decisions.
- Drafts reports for the Director to present to Mayor, Deputy Mayor and others.
- Prepares correspondence for the Director's signature.
- Directs, supervises and evaluates subordinate professional and sub-professional personnel.
- Research, prepare and analyze complex reports; coordinate and assist with the preparation of draft legislation in response to Council and City Administrator requests.
- Respond to and resolve citizen questions and complaints within a reasonable timeframe.
- Publish daily/weekly schedules for Weekend Duty Personnel and WebEOC contacts.

REQUIRED QUALIFICATIONS

An Associate Degree in Liberal Studies, a Bachelor's Degree is preferred. A minimum of five years of performing executive level administrative support work including two years working in confidential environment and a proven record in performing complex analytical support for an operational, technical or administrative function is required.

EQUIVALENCIES

An equivalent combination of education and experience is negotiable

COMPENSATION

Internal Classification: Operations Specialist I

Salary Range: \$ 55,413 - 88,526 placement within this range is dependent upon experience and qualifications

Report to: Agency Director

Number of Direct Reports: 2-3 Administrative Clerical Assistants



BENEFITS

- Assigned downtown parking space
- Personal leave days in addition to vacation and sick leave days
- Cash for Sick leave incentive (annually)
- Medical
- The city also provides an excellent benefits package, including:
 - Health – Management Cafeteria Plan
 - Vacation Leave
 - Sick Leave
 - Holidays
 - Pension Benefits
 - Retirement

EXPRESSION OF INTEREST

Please Submit Resume and Cover letter to:
Belinda Harris, Sr. Recruiter
Email: belinda.harris@baltimorecity.gov

Successful completion of a thorough background investigation prior to employment is required. The City of Baltimore is an Equal Opportunity Employer encouraging workforce diversity. This information contained herein does not constitute either an express or implied contract, and these provisions are subject to change.

